


DOCHROC
Office of Workforce Development and Performance Management
First Quarter Training Calendar

October 2011				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
10 Federal Holiday 	11	12	13 Stress Management (1:00pm to 3:00pm) Room H7855 Audience: All Employees	14
17	18 <u>Introduction Excel 2007</u> (9:00am to 4:00pm) Room H5022 Audience: All Employees <hr/> WebTA TimeKeeper Responsibilities: Refresher (1:00pm-3:00pm) H1410 Audience: TimeKeepers	19 <u>Introduction Publisher 2007</u> (9:00am to 4:00pm) Room H5022 Audience: All Employees <hr/> Teachable Moments With Your Children (1:00pm to 3:00pm) Room H7855 Audience: All Employees	20 <u>Disability 101</u> (10:00am to 12:00pm) Room H6823 Audience: All Employees	21
24	25	26 **Career Power (9:00am to 4:00pm) Room H4830 Audience: All Employees	27 <u>Introduction Access 2007</u> (9:00am to 4:00pm) Room H5022 Audience: All Employees	28
31				

**Registration will be accepted via Commerce Learning Center (CLC) upon Broadcast email.

November 2011

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 Resilience in the Workplace (10:00am to 12:00pm) Room H7855 Audience: All Employees	2 “What Does the MSPB Judge Say?” (10:00am- 12:00pm) or (1:00pm – 3:00pm) Room H6029 Audience: Managers/Supervisors	3 Intermediate Excel 2007 (9:00am to 4:00pm) Room H5022 Audience: All Employees	4
7	8 Understanding Harassment in the Workplace (10:00am to 12:00pm) Room H7855 Audience: All Employees	9 **FERS Mid-Career Planning (Day 1) (9:00am to 4:00pm) Room H6029	10 **FERS Mid-Career Planning (Day 2) (9:00am to 4:00pm) Room H6029	11 Federal Holiday 
14	15 **Leaders Essentials (New Supervisory Workshop) Day 1 (9:00am to 4:00pm) Room TBD <hr/> Leave Entitlements (10:00 am – 12 noon) Room H7855 Audience: All Employees	16 **Leaders Essentials (New Supervisory Workshop) Day 2 (9:00am to 4:00pm) Room TBD <hr/> Introduction Outlook 2007 (9:00am to 4:00pm) Room H5022 Audience: All Employees <hr/> Dealing with Clutter (1:00pm to 3:00pm) Room H7855 Audience: All Employees	17 **Leaders Essentials (New Supervisory Workshop) Day 3 (9:00am to 4:00pm) Room TBD <hr/> Introduction PowerPoint 2007 (9:00am to 4:00pm) Room H5022 Audience: All Employees	18
21	22	23	24 Federal Holiday 	25
28	29	30 Intermediate Outlook 2007 (9:00am to 4:00pm) Room H5022 Audience: All Employees		

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December 2011

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 Understanding Harassment in the Workplace (10:00am to 12:00pm) Room H1411 Audience: All Employees	2
5	6 Advanced Excel 2007 (9:00am to 4:00pm) Room H5022 Audience: All Employees	7 **Retirement Planning Seminar (Day 1) (9:00am to 4:00pm) Room H1412 <hr/> Developing Specialized Experience for Vacancy Announcements (10:00am to 11:00am) Room H7855 Audience: For Hiring Managers and Admin contacts	8 **Retirement Planning Seminar (Day 2) (9:00am to 4:00pm) Room H1412 <hr/> Intermediate Access 2007 (9:00am to 4:00pm) Room H5022 Audience: All Employees	9
12	13 Leave Entitlements (10:00am to 12pm) Room H7855 Audience: All Employees	14 Understanding Harassment in the Workplace (10:00am to 12:00pm) Room H7855 Audience: All Employees <hr/> Managing Holiday Stress (1:00pm to 3:00pm) Room H7855 Audience: All Employees	15 Advanced Word 2007 (9:00am to 4:00pm) Room H5022 Audience: All Employees	16
19	20	21	22	23
26 Federal Holiday 	27	28	29	30

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